

Minutes of the Executive Committee

February 2, 2009

Chair Dwyer called the Executive Committee meeting to order at 8:32 a.m. and led the committee in the Pledge of Allegiance.

Executive Committee Members Present:

Jim Dwyer	Dave Swan	Bonnie Morris
Pat Haukohl	Tom Schellinger	Fritz Ruf
Duane Paulson	Fritz Ruf (left at 11:45 a.m.)	

Also Present:

Director of Public Works Rich Bolte	WCEDC Executive Director Bill Mitchell
Community Development Coordinator Glen Lewinski	WCFLS Executive Director Tom Hennen
Librarian Nancy Fletcher	UW-Extension Director Marcia Jante
UW-Extension Director Marcia Jante	Case Manager Stephanie Sutton
Coordinator Ellen Shiflet	UW-Extension Americorp Vista Staff Member Gabriel Gardner
Budget Manager Keith Swartz	Engineering Services Manager Gary Evans
Parks and Land Use Director Dale Shaver	UW-Waukesha Dean Patrick Schmidt
Senior Financial Analyst Clara Daniels	Senior Financial Analyst Bill Duckwitz
Director of Administration Norm Cummings	Librarian Laurie Fried

Approve Minutes of January 27, 2009

MOTION: Ruf moved, Swan second, to approve the minutes of January 27, 2009. Motion carried 7-0.

Legislative Update

Krahn said the biggest item of interest is the stimulus package. Some of the Democrats and Republicans are balking at some of the expenditures in the package such as honeybee money and new cars for employees. The stimulus package approved last week by the House included \$3 billion for Bryne funding and \$1 billion for Child Support funding. The Senate version has \$1.1 billion for Child Support funding but the numbers could fluctuate. The package also includes funding for wireless broadband. The Senate starts working today on their version.

The Governor wants to present his bill next week but it may be delayed depending on Congress's timing.

Dwyer said last week the CJCC discussed OWI legislation and whether or not the CJCC should put forth a county position. It was decided that Schimel would draft a memo outlining possible solutions.

Ruf asked Krahn if legislation was circulating which would move spring elections to the fall. Krahn said such a bill is circulating. Waukesha County does not have a position on the proposal.

Discuss and Consider Ordinance 163-O-078: Repeal and Recreate Section 15-2 of the Waukesha County Code of Ordinances Regarding the Establishment of Fees for the Waukesha County Department of Public Works

MOTION: Morris moved, Ruf second, to approve Ordinance 163 -O-078.

Bolte said this ordinance standardizes the establishment of Public Works fees in the budget like all other county departments. Public Works is the only department that comes to the County Board to establish fees. Administration feels this change would standardize the process and provide consistency.

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Haukohl asked do the other departments list their fees in the budget book? Swartz said the fees are not listed but they are discussed at budget presentations. Haukohl said departments list fee increase percentages in the budget book, not fee schedules. The concept of committees reviewing fees is getting lost in the process. It should be specifically identified that committees will review actual fees. She wants to see the actual and proposed fees listed annually in the budget book.

Ruf asked why is Public Works exempt from the current process? Bolte said this ordinance will make Public Works consistent with other departments.

Morris said the Executive Committee could set a policy stating that committees should review fee schedules every year. The fees could be included in an addendum to the budget and approved by committee.

Paulson said initially he was going to vote against this ordinance but now is willing to amend it. He would like to add the following language:

Any fees set forth shall be approved by majority vote of the committee and placed in the budget book.

Paulson would like this language standardized for all committees but realized another ordinance would be needed to do that.

MOTION: Ruf moved, Haukohl second, to table Ordinance 163-O-078 for further study. Motion defeated 2-5 (Ruf and Haukohl voted yes).

Swartz said historically Public Works fees are updated every two to three years by ordinance. The other departments have their fees approved in the budget process so the rate increases are in place to begin on January 1. Sometimes rate changes are delayed when an ordinance is not submitted in a timely fashion. The schedule of fees could be documented in the budget book.

Haukohl said she wants all department fee schedules published in the budget. Dwyer said the budget should also include a historical comparison of fees. Department heads should bring back-up documentation to their budget presentations. Swartz said departments could be asked to do that. Paulson said he approves of publishing the fees in the budget.

MOTION: Paulson moved, Schellinger second, to approve the following amendment as Section Five of Ordinance 163-O-078:

Any fees changed shall be presented to the Public Works Committee and approved by majority vote prior to submission in the budget.

Morris said the fees can be voted on with the budgets. It is too early to vote on the fees before the budget is developed and discussed. Paulson said the budget is a working document until July and August and can be changed until it goes for final printing. Swan said the ordinance should be approved as is and another ordinance should be drafted covering all fees and department budgets. Ruf said he will vote against this ordinance unless there is amendment stating all fees will be dealt with in the budget by committees.

Motion defeated 1-6 (Paulson voted yes).

Paulson said he will vote against the ordinance today and propose an amendment at the County Board meeting because he does not agree with the way fees are handled in the other departments. Krahn said another ordinance could be written with system changes reflecting today's discussion.

Presentation of Waukesha County Economic Development Corporation's 2009 Economic Strategies: Innovation and Sustainability

Mitchell said one of the core services performed by the WCEDC is technical support. This response component handled 1,260 emails, phone calls and small groups in 2008 and is expected to increase 15% in 2009. There are three categories of calls: finance, information and marketing. Finance calls generally deal with funding/incentives questions, assistance provided directly through the revolving loan fund or referrals to state and federal funding sources. Information calls are inquiry calls about such issues as employer lists, site information, demographic data, workforce resources, trends, etc. The WCEDC website is being upgraded to better serve as a marketing tool and improve organizational efficiency.

The mission of WCEDC is to help companies compete in the global (innovation) economy, which will be achieved through the advancement of green technologies and accelerated innovation awareness. The subtle shift to this mission revealed that companies want to be more innovative, have better connections to research and design and other companies globally that provide the same services. The organization needed to reorganize to be more innovative in how it delivers services. The focus of the Board of Directors also needed to change to become more involved in moving these initiatives forward.

The WCEDC put together the Sustainability Advisory Team (SAT) to help companies be more effective, efficient and green while still making money. The SAT is building a self-assessment tool and putting together a "how to go green" mentoring program. The Team is organizing an event in April that makes the sustainability case for businesses using tools it developed. Sustainability equals efficiency.

Ruf asked why are businesses leaving Waukesha? Mitchell said they are being teased by impressive packages offered by other states. Companies need to look beyond the incentive packages at all the intangibles a community has to offer such as quality of life, traffic, talent pool, etc.

Presentation and Discussion of CDBG and HOME Year-End Reports

Lewinski said CDBG had a good year ending 2008 with \$401,433.08 in unspent money. Most uncompleted CDBG projects are municipal. A couple projects will be completed when the weather warms up. The CDBG Board implemented a 23-month expenditure policy so staff could produce more accurate year-end reports. All issues with Community House Initiative have been resolved and all money returned. Internal Audit Manager Schubert finds the resolution acceptable. They have not received notification indicating the amount of the 2009 grant award.

In response to a question from Haukohl, Lewinski said CDBG took back the money for a senior housing project in the Village of Eagle when the developer could not secure financing within the 24-month time limit.

Swan asked why didn't the Village of Merton finish their ADA restroom project in the Village Hall? Lewinski said the project changed causing a delay past 24 months.

Lewinski said HOME expenditures are greater than they have been in the past resulting in year-end available funds of \$4,521.29. This is the closest the organization has ever come to balancing their budget. Money will be carried over for CDBG and HOME Programs including fourth quarter administrative charges, which have not been included in these reports. HOME administrative funds do not include fourth quarter costs of transferring CHI loans.

Daniels said the HOME balance includes uncommitted money. Carryover for the program will be more than \$1 million because there is money that has been committed but not expended.

Lewinski said the program may receive some HOME funding from the stimulus package. A grant was submitted on January 20 for the purpose of buying and demolishing the YWCA of Waukesha and buying foreclosed properties. The state needs to devise a plan to disperse \$49 million of CDBG money for the floods last year and \$15 million for disaster mitigation business projects.

Presentation of Waukesha County's Federated Library System's Business Outreach Initiative

Hennen said libraries do well when the economy does poorly with increased use from job seekers and business people. Circulation increased 14% countywide in December including a 67% increase in Butler. An initiative to increase library use and services to the business community grew from a 2004 WCFLS goal to promote a stronger image countywide and a 2007 goal to increase library marketing. The initiative was established to increase business library use and services which would also enhance library use by families and friends. The plan included \$85K in state aid to buy full text databases with member libraries. The initiative also includes floor and tabletop banners, brochures and marketing cards.

Fletcher said Think Outside the Book is the theme with a focus on business people. The program includes online resources for businesses and is promoted at community business events such as chamber meetings. Friedud said an area banker distributes the promotional items to entrepreneurs who apply for business loans. The Waukesha Chamber has the promotional items on hand for members, potential members and ambassadors.

Hennen said a library card is required to use the databases for reporting purposes.

Ruf praised the WCFLS board and staff for their ingenuity and hard work.

Update on the Drug Free Community Grant

Jante said the Drug Free Community Grant is a one-year grant with the possibility of renewal every year for up to ten years. Ellen Shiflet and Irene Sikora job share the role of project coordinator. Shiflet and Sikora bring different areas of expertise and skills to the program. The program must satisfy the federal standards/measures. The federal government has gathered statistics on these types of programs since 1997 which show these program decrease drug use. The first goal of the project, set by the federal government, is to establish and strengthen collaboration among communities, private nonprofit agencies and federal, state, local and tribal governments to support the efforts of community coalitions to prevent and reduce substance abuse among youth.

Schiflet said it is important to build a good foundation for the program since it is a ten-year grant. The grant requires participation by 12 sectors of the community: youth, parent, business community, media, school, youth serving organization, law enforcement agencies, religious or fraternal organizations, civic and volunteer groups, healthcare professionals; state, local or tribal agencies involved in substances abuse; and other organizations involved with substances abuse.

Schiflet said the second goal is to reduce substance abuse among youth and adults by addressing the factors in the community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse. The grant was set up to build on the current UW-Extension neighborhood programs. They will work in these neighborhoods to identify specific problems and develop a plan to deal with them. Strong support and involvement in the community are key to building connections.

Jante said they traveled to Washington D.C. in January to attend the federal required training and network with other grant recipients. A federal program officer has been assigned to Waukesha County to regulate the grant. We need to make progress or we will not get additional funding. Grant continuation paperwork should be submitted by March 2, 2009.

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Paulson asked how are outcomes monitored? Jante said every two years the school district surveys students on tobacco and alcohol use. The available information will provide baseline data. The data can be sorted by schools that serve the Westside neighborhoods and analyzed and a strategy developed to work with the students and parents. Schiflet said strategies will come from neighborhood leadership. UW-Extension supports the neighborhood and works with residents in grass roots programs while incorporating research-based practices. Jante said a progress report is due in April/May. Jan Wilbur was hired as the outside program evaluator to fulfill the grant requirements.

Haukohl said she would like measurable outcomes for this program presented to the Executive Committee.

Update on the Juvenile Diversion Program

Jante distributed a handout titled *Recommendations for a Diversion Program in Waukesha County* which gave an introduction, definition and methodology of Diversion. Gardener and Sutton presented a PowerPoint presentation outlining the Juvenile Diversion Program including program structure, staffing, community collaborations, program funding, program eligibility, curriculum, classes, case management, restorative justice, mentoring, evaluations and program completion. The program will be nine months long consisting of two classes per week for 12 to 14 weeks followed by six months of case management and community service. First time nonviolent offenders who have not been charged with a sex crime, between the ages of 16 to 20 years of age will be eligible for the program. The pilot will focus on first time offenders 16 to 18 years of age. Family involvement is mandatory in the program. The program will be supported by community and grant-based funding plus user fees of \$1,000 per participant. Program referrals will be accepted from the District Attorney's and Public Defender's offices, HHS, parents, private attorneys and law enforcement. There will be 20 participants per session with a maximum of four sessions per year. The first session begins in March.

Ruf left the meeting at 11:45 a.m.

Morris asked what happens if the kids cannot afford the \$1,000 fee? Sutton said the fees are set for the pilot program. Long term, scholarship opportunities and sliding fees scales may be an option. Jante said a subcommittee of the board of directors is being formed to discuss how to manage the program.

MOTION: Swan moved, Haukohl second, to adjourn the meeting at 11:58 a.m. Motion carried 6-0.

Respectfully submitted,

Bonnie J. Morris
Secretary